

**Water/Wastewater Commissioners’
Meeting Minutes
April 2, 2013**

Present: Robert E. Courage, Chairman
Michael E. Putnam, Member
David Boucher, Superintendent
Evelyn Gendron
Absent: Dale A. White, Vice-Chairman

Call to Order:

Chairman Courage called the meeting to order at 2:00 p.m.

Appointments:

Following introductions with Commissioner Putnam and Chairman Courage, Mr. David Moore explained the circumstances by which he became aware of the water pipe leaking beneath his Elm Street mobile home, and requested an abatement for his upcoming water and sewer bill due to the recent, excessive water which registered on the water meter but did not enter the sanitary sewer system. The bill he received in January reflected normal usage. Mrs. Jessica Hardwick, Water Utilities Billing Clerk, explained that his next meter reading is scheduled for May 1, and that Mr. Moore’s account is up-to date. It is estimated 92,000 gallons of water leaked, with an approximate billing value of \$243.30 for water and \$485.36 for sewer, which exceeds this customer’s averaged previous water usage. Mr. Moore answered the commissioners’ questions regarding the leaking pipe. As Mr. Moore has arranged for pipe repairs this weekend, he agreed to contact the Water Utilities Billing Clerk with the repair results. After Mr. Moore provides additional information for the Board’s consideration, this abatement request will be placed on the next commissioners’ meeting agenda. Mr. Moore thanked Mr. Courage and Mr. Putnam

Decisions:

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the March 2013 Bill Commitment 130331 and for the March 2013 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed this document as presented for the March 2013 Bill Commitment 130331 and for the March 2013 Final Bills issued.

Discussion/Information Items:

Curtis Well Electrical & Instrumentation Improvements Project Update – Superintendent Boucher apprised the commissioners of the Curtis Well improvement and variable frequency drive equipment status. He recalled discussing during the previous meeting that the VFD is undersized for the current pump and motor and has been further discussed with Mr. Chris Berg, Wright-Pierce. A new drive would be \$6K more. Mr. Boucher said he had asked Mr. Berg how the current VFD could be undersized if it has been successfully operating this long. Mr. Berg’s reply had been that the drives can

Water/Wastewater Commissioner Meeting Minutes
April 2, 2013

dial back the set points to avoid drawing the pump's maximum amperage level, and the need to operate the pump to that maximum level had not existed. He said Mr. Berg had not previously discussed the dial back feature. Since this ability to run two pumps with two separate drives eliminates the need to obtain a larger-sized drive, it was decided to use the drive that was originally identified. Chairman Courage asked if both Mr. Berg and Superintendent Boucher were in agreement. Mr. Boucher said yes. Mr. Courage asked if all parts have been ordered. Mr. Boucher said yes. He is waiting for Square D to announce the date that the equipment they ordered will arrive. The mixer plate, pumps and meter have been ordered by the Water Utilities Department. An additional motor has been ordered because the sodium hydroxide pump failed. Commissioner Putnam asked if the pipe work at the Curtis well field has been completed. Mr. Boucher said the Water Utilities' portion is complete and that G. A. LaFlamme must finalize the connections. Following the snowmelt, the grounds maintenance/regarding of the field can occur.

Wastewater Treatment Plant Switchgear Project Update – Superintendent Boucher said Electrical Installations will be on-site tomorrow to pick up the transfer switch that had been delivered to the Water Utilities Department and they will return early next week to perform a power shut-down with reps from TSI. Electrical Installations will set up the temporary switchgear, the back-up generator will run under load, TSI will disconnect the transformer, the 600 amp power will be tied to the temporary switchgear, and the facility's power will be restored. Afterward, Electrical Installations can trace each breaker, schedule the transfer of all connections to the temporary switchgear, jack-hammer the existing pad, pour a wider concrete pad, and complete the conduit work. Mr. Boucher estimates this project should be complete in approximately two months. Commissioner Putnam asked if photographs will be taken before, during and after each project phase. Mr. Boucher said yes.

Activities Report – Reviewed by the Commissioners.

Miscellaneous Water Utilities Department Project Updates – Mr. Boucher said the 30-mile leak detection work will begin next week, which had been postponed since the end of March. A state grant obtained in 2012 will cover the M2 Services expenses. Mr. Boucher received an estimated price from Mr. Berg, Wright-Pierce, for a fiberglass roof for the Dram Cup tank of more than \$100,000.00. This price is not firm due to Mr. Boucher having recently provided additional "as built" details regarding the existing tank wall structure and thickness so that plans can be made for attaching lag bolts. Mr. Boucher will provide updated pricing details to the commissioners. Regarding the Milford/Wilton Inter-Municipal Agreement, Mr. Boucher will speak with Attorney Drescher regarding arbitration, the remaining topic to finalizing this document.

Future Appointments/Meetings:

The next Water and Wastewater Commissioners' meeting will be held at 3:00 p.m. on Wednesday, April 10, 2013 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Chairman Courage made the motion to adjourn the meeting at 2:25 p.m. Commissioner Putnam seconded the motion.

Robert E. Courage, Chairman

Date

Michael E. Putnam, Commissioner

Date